

Request for Qualifications
Consulting Architectural and Engineering Services

I. Introduction

The city of Pullman, Washington requests statements of qualifications from consulting architectural and engineering firms to provide design architectural and engineering services for the design and construction of a building expansion to the city's Equipment Rental Division (ERD) shop.

II. Background

Mercury Associates, Inc. completed a needs study in August 2005 for the city's ERD shop entitled *Final Report Fleet Maintenance Review and Space Needs Assessment for the City of Pullman*. The report highlighted a need for additional vehicle maintenance and support space. Six options were presented for expanding the existing ERD building, with Option 4 (attached) being preferred by city staff. The project budget is estimated at \$1,000,000, and the city has obtained a grant from the Federal Transit Administration (FTA) of \$784,000. The remainder will be funded by the city's ERD Fund.

III. Scope of Work

The current vehicle maintenance facility was built in 1982 and is in need of remodeling and expansion. The scope consists of the design of an approximately 5,400 square-foot addition to the existing ERD structure, utilizing Option 4 as the starting point. The existing animal shelter just east of the project is moving its operations to another facility on the other side of Pullman. Environmental review on the project has been completed, both SEPA and NEPA.

The consultant will provide design services and participate on the design/construction team as follows:

- A. Provide overall project management of the design effort (architectural, civil, mechanical, electrical and geotechnical) and assist the City during construction. It is envisioned that the City will provide the majority of the overall construction management effort on the project, including inspection.
- B. Site visit and pre-design meeting with City staff.
- C. Perform geotechnical evaluation.
- D. Prepare 30% design report – 5 sets.
- E. Prepare construction drawings and specifications (70%, 90% and final) – 5 sets.
- F. Prepare engineer's estimate of probable construction cost at 30% and final design phases.
- G. Bidding assistance: assist with preparation of addenda; attend pre-bid conference; assist in answering questions from prospective bidders.
- H. Construction Phase: attend preconstruction conference; review RFI, COPs and submittals; conduct monthly construction meeting and prepare minutes, and perform occasional site inspection; review and compile O&M manuals.

IV. Project Timing

Statements of qualifications will be accepted through November 24, 2009. A short list of the qualified firms will be developed with interviews scheduled for these firms as soon as practicable. A firm will be selected for negotiation of an agreement based on the interviews and the statements of qualifications. It is anticipated that a consultant agreement will be negotiated and executed by January 2010. It is the City's desire that the project be bid next summer. A standard City of Pullman Engineering Services Agreement will be used for this project, with the addition of federal clauses required by FTA funding. Compensation will be on a cost reimbursable basis with a "not-to-exceed" amount. The agreement will incorporate a provision for liquidated damages for nonperformance by the consultant.

V. Statement Requirements

The statement of qualifications should include, as a minimum, the following information:

- A. An introduction to your firm including principals who will be involved with this project.
- B. A brief narrative of your understanding of this type of project and a discussion describing why your firm is best qualified to perform this work. Include a brief overview of your team for this project and the approach you anticipate using to complete this project.
- C. The names and qualifications of the key personnel who will be assigned to this project. Identify the project architect who will be responsible for this project and who will be your firm's primary contact.
- D. A list of projects similar to this project that your firm has completed in the recent past. A list of similar projects the identified project architect has recently completed. Provide references for each of these lists.
- E. The name, title, address, and telephone number of individuals with authority to negotiate and execute contracts and who may be contacted during the evaluation process.

Statements of qualifications are to be developed from the consultants' understanding and experience of this type of work and the information provided herein. Please do not contact city staff during this phase of the consultant selection process for more particular information, site visits, etc. All respondents will be advised of those firms selected for the interview short list.

VI. Selection Criteria

The short list of consultants to be interviewed will be made from reference checks and from the statement of qualifications on the basis of the following:

- A. Firm and principal qualifications (10%)
- B. Qualifications of project team, project understanding and project approach (35%)
- C. Qualifications of project architect (20%)
- D. Recent similar firm experience (15%)
- E. Recent similar project architect experience (20%)

VII. Special Conditions

A. General Terms. This request for statements of qualifications does not commit the City to enter into an agreement, to pay any costs incurred in the preparation of a statement of qualifications or subsequent negotiations, or to contract for the project. All information furnished in this request for statements of qualifications was gathered from sources deemed to be reliable. No representation or warranty is intended as to the accuracy or completeness of the information contained herein and the City reserves the right to alter or cancel this request for statements of qualifications.

B. Reservation of Rights by the City. The issuance of this request for statements of qualifications does not constitute an agreement by the City that any consulting services agreement will actually be entered into by the City. The City expressly reserves the right to:

Waive any immaterial defect or informality in any proposal or procedure.

Reject any or all statements of qualifications.

Reissue the request for statements of qualifications.

Invite additional respondents to the request for statements of qualifications.

Complete the services contemplated by this request for statements of qualifications by any other means.

Request additional information and data from any or all respondents.

Extend the date for submission of statements of qualifications.

Supplement, amend, or otherwise modify the request for statements of qualifications and cancel this request with or without the substitution of another request for statements of qualifications.

C. Negotiation Rights. The acceptance of a statement of qualifications and invitation to negotiate an agreement does not commit the City to accept any or all of the terms of the statement of qualifications. Final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated for failure to reach mutually acceptable terms.

D. Right to Disqualify. The City reserves the right to disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data. Further, the City reserves the right to disqualify any respondent on the basis of any real or apparent conflict of interest. By responding to this request for statements of qualifications, the respondent agrees that any finding by the City of any fact in dispute related to this request for statements of qualifications or the responses thereto shall be final and conclusive except as provided herein.

E. Preparation Costs. Each respondent will be responsible for all costs incurred in preparing a response to this request for statements of qualifications. All materials and documents submitted by the respondents in response to this request for statements of qualifications will become the property of the City and will not be returned. As such, they constitute public records which

may be delivered to a person making an appropriate request for public records. The selected respondent will be responsible for all costs incurred by it during negotiations.

- F. Affirmative Action Requirements. Respondent, by submission of a response, agrees to not discriminate against any worker, employee, subcontractor, or any member of the public because of race, creed, color, religion, sex, age, marital status, national origin, sensory or physical handicap, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and City equal employment opportunity requirements.
- G. Disadvantaged Business Enterprises. Disadvantaged Business Enterprises and other small businesses are strongly encouraged to respond. Respondents should ensure that DBEs and other small businesses have the opportunity to participate in the work that is subject to this RFQ. The city utilizes the Directory of Certified Minority, Women and Disadvantaged Business Enterprises produced by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) for certification of DBE firms.
- H. Federal Funding Requirements. The successful respondent should expect to comply with applicable federal regulations related to FTA funding.

VIII. Submission Requirements

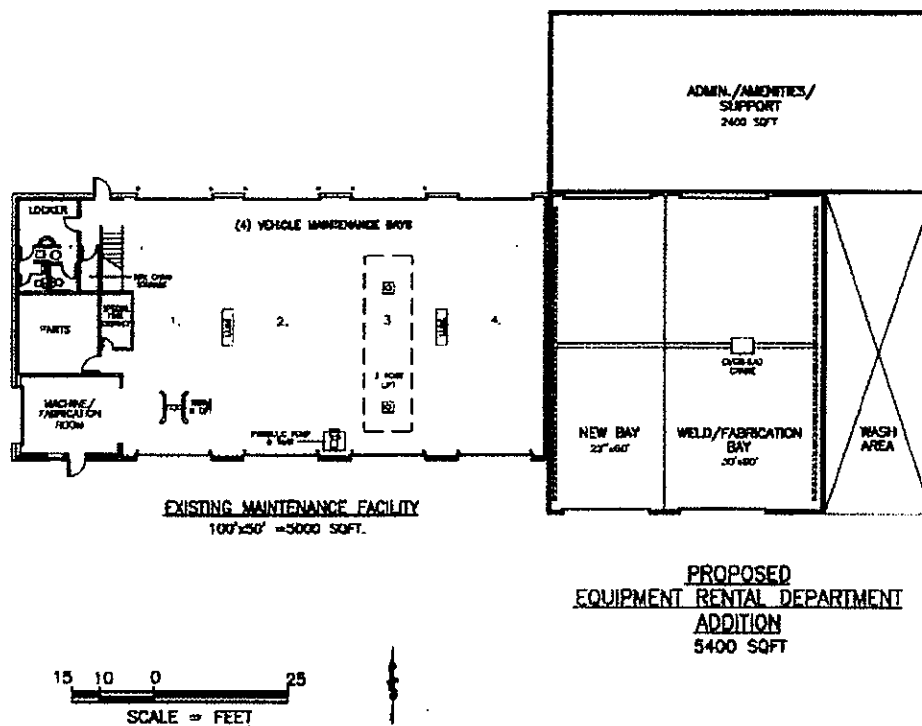
To be considered for this project, four copies of the statement of qualifications must be received at the office of the Department of Public Works, City of Pullman, no later than 5:00 p.m. on November 24, 2009. The appropriate mailing address is:

City of Pullman
ATTN: Mark Workman
325 SE Paradise St.
Pullman, WA 99163

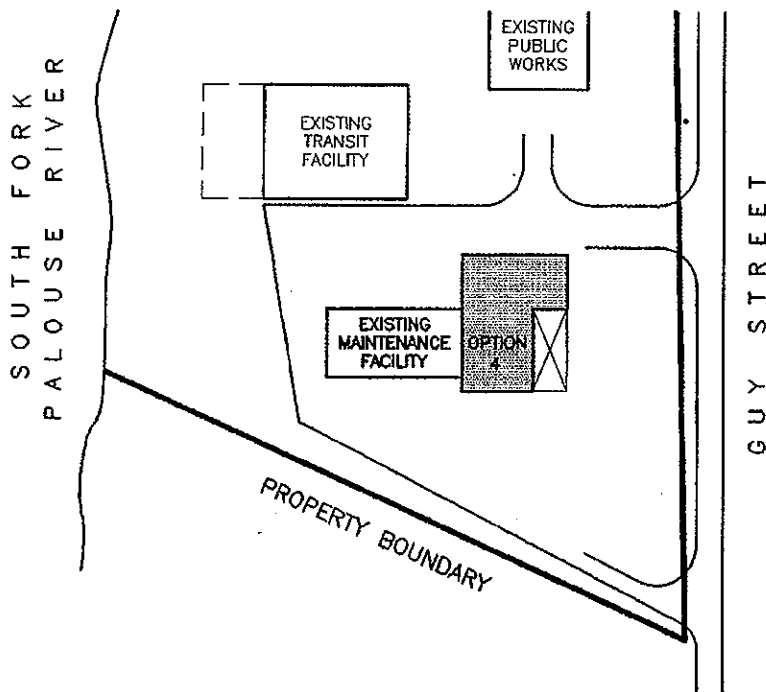


Description & Diagram – Option Four

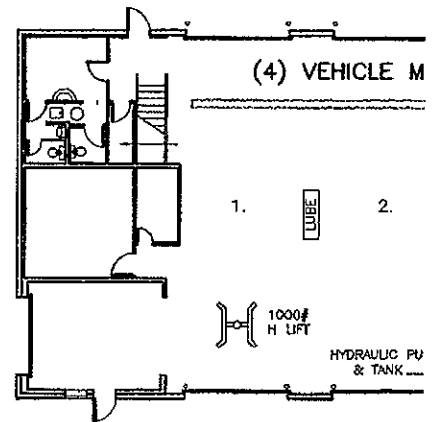
Position the Admin, Amenities and Support areas to the north. The new bay and the weld/fabrication bay have a one-door, drive-in back-out configuration, with access from the south. In this option, all six bays are adjacent to one another.



OPTION 4



PROPOSED SITE PLAN OPTION 4
N.T.S.



EXISTING MAINTEN
100'x50' = 50'

